

**BOARD OF WORKS**  
**TUESDAY, APRIL 12, 2022**  
**5:00 PM**

Mayor Ryan Daniel – Present  
Clerk Treasurer Rosie Coyle – Present  
Attorney Marcia McNagny – Present  
Walter Crowder – Present  
Nicole Penrod – Present

The Columbia City Board of Works met in regular session with all members present, Mayor Daniel presiding.

**MINUTES** Mayor Daniel noted a correction regarding the Morsches Park gardeners and Nicole Penrod noted a spelling error under Minutes.

Motion was made by Mayor Daniel to approve an overview of the March 22, 2022 meeting minutes with the noted changes, Mayor Daniel and Nicole Penrod voted aye, Walt Crowder abstained.

**STREET CLOSING PERMIT – DYNO DAY – INDIANA AVENUE** Mayor Daniel noted this was something they did last year. He advised there were concerns from the Police and Fire Chief's regarding no burn outs, that the neighborhood was made aware of the event and that the trucks could be moved quickly in event of an emergency.

Motion was made by Mayor Daniel to approve the Dyno Day street closing request as presented with the caveat of no burn outs, ensuring the neighbors were aware of the event and they were able to move trucks quickly in an emergency, Nicole Penrod seconded the motion, all voted aye.

**STREET CLOSING PERMIT – 602 W. VAN BUREN – SEWER REPAIR** Mayor Daniel shared Kelly Cearbaugh, Tom LaRue and Gary Parrett have been working on this request as it falls in the last block of West Van Buren Street between Oak Street and Old Trail. Kelly Cearbaugh advised the sewer main was out in the middle of the street and explained he, Gary Parrett and Tom LaRue met to discuss some suggestions on barricade placement and rerouting of traffic. He advised John with Roto Rooter took their recommendation and shared they would put a schedule together after the closing has been approved. He shared it was projected to be a couple day job.

Walt Crowder confirmed the road would be closed at each end. Mayor Daniel explained it would be closed on both sides of the West Van Buren block. Kelly Cearbaugh advised there would be road closed signs placed in numerous locations.

Walt Crowder questioned the start date. Kelly Cearbaugh advised they were waiting on the Board's approval before putting together a schedule.

Motion was made by Mayor Daniel to approve the sanitary sewer repair at 602 W. Van Buren Street as presented with the dates reported to Rosie Coyle, Nicole Penrod seconded the motion, all voted aye.

**STREET CLOSING PERMIT – 209 E. MARKET STREET** Kelly Cearbaugh explained the issue. He advised this would be for an alley closure at Market to the first ½ block of the alley to the north.

Motion was made by Nicole Penrod to approve the street closing permit for sewer repair at 209 E. Market Street for A-1 Sanitary Sewer Services, Walt Crowder seconded the motion, all voted aye.

**STREET CLOSING PERMIT – FIRST FRIDAY’S** Niki Keister with Columbia City Connect was present to discuss the street closing request for First Friday’s. She shared they wanted to move the closing time up to allow more time for the vendors to set up.

Mayor Daniel confirmed the closing time. Niki advised they were requesting 4:30 pm. Mayor Daniel questioned if the First Friday Committee ever considered having designated spaces for the vendors. He shared he had a little concern with the vendors moving in for a 6:00 pm event at 4:30 pm when the downtown businesses were still open. Niki shared she took that idea to the Committee and it was something they were working on. Chief Parrett recalled one year when they closed the streets at 4:30 pm as very difficult and was why they had moved it back to 5:00 pm. He made recommendation to also issue parking cards to the vendors, so the police know which vehicles belong to vendors when they are trying to get vehicles moved.

After additional discussion, Mayor Daniel recommended they move forward with approving 4:30 pm with the recommendation the Committee create some kind of a vendor structure, so people are not fighting over spots. Nicole Penrod felt with assigning spots people would always know where the vendors will be.

Motion was made by Mayor Daniel to approve the street closing permit as presented for 4:30 pm and send a strong recommendation to the First Friday Committee that they assign spots, Nicole Penrod seconded the motion, all voted aye.

**PERMIT TO CUT INTO CURBS, STREETS OR ALLEYS** Mayor Daniel reviewed the street cut requests for 602 W. Van Buren for sanitary sewer repair, 706 E. Jefferson to retire gas service, 642 S. Cottonwood Ct. to install gas service, 645 S. Cottonwood Ct. to install gas service, 1010 S. Line St. to install gas service and N. Line at Diplomat to locate gas main for fiber placement.

Kelly Cearbaugh noted most of these were boring under the street but thought the Diplomat Drive request would be an actual cut in the street. He advised there should not be any concerns as long as they put it back correctly.

Motion was made by Mayor Daniel to approve all cut permits as presented, Nicole Penrod seconded the motion, all voted aye.

**ENCROACHMENT AGREEMENT – 803 N. NEWPORT RUN – SHECKLER** Cody Sheckler was present to request their encroachment on the south property line from 7 ft to 4 ft for the installation of a fence.

Mayor Daniel shared if the agreement was approved and for some reason our utility would need to do work in that area, we would remove the fence as carefully as possible but it would be up to the property owner to have the fence replaced. Mr. Sheckler understood.

Motion was made by Mayor Daniel to approve the encroachment agreement for 803 N. Newport Run as presented, Nicole Penrod seconded the motion, all voted aye.

**ENCROACHMENT AGREEMENT – 1413 E. LOUISE DR. – DENTON** Dave Denton was present to request an encroachment at the rear of his property for a new fence.

Motion was made by Mayor Daniel to approve the encroachment agreement for 1413 E. Louise Dr. as presented, Nicole Penrod seconded the motion, all voted aye.

**ENCROACHMENT AGREEMENT – 714 N. LONG RIDGE RD. – LOVEDAY** John Loveday was present to request an encroachment for the installation of a privacy fence. He advised the utilities were already marked and from what he could tell the utilities should be outside of where the fence is.

Motion was made by Mayor Daniel to approve the encroachment agreement for 714 N. Long Ridge Rd. as presented, Walt Crowder seconded the motion, all voted aye.

**ENCROACHMENT AGREEMENT – 602 E. JACKSON ST. – NESS** Tom Ness was present to request an encroachment for the installation of a deck and privacy fence.

Motion was made by Mayor Daniel to approve the encroachment agreement for 602 E. Jackson St. as presented, Nicole Penrod seconded the motion, all voted aye.

**PERMIT TO LOCATE IN PUBLIC RIGHT OF WAY – 680 W. SQUAWBUCK** Motion was made by Mayor Daniel to approve the application for approval to locate utility improvements within the city's right-of-way for Precision Utilities Group at 680 W. Squawbuck, Nicole Penrod seconded the motion, all voted aye.

**PERMIT TO LOCATE IN PUBLIC RIGHT OF WAY – 777 E. SHORT ST.** Kelly Cearbaugh noted there was a forced main right there but as long as it's marked it should be ok.

Motion was made by Mayor Daniel to approve the application for approval to locate utility improvements within the city's right-of-way for 777 E. Short St. as presented, Nicole Penrod seconded the motion, all voted aye.

**PERMIT TO LOCATE IN PUBLIC RIGHT OF WAY – 951 S. LINE ST.** Motion was made by Mayor Daniel to approve the application for approval to locate utility improvements

within the city's right-of-way for 951 S. Line St. as presented, Walt Crowder seconded the motion, all voted aye.

**PLAT APPROVAL – RICHMOND PARK SUBDIVISION** Nathan Bilger, Planning Director, was present to discuss the plat and explained this was a subdivision of Lot 2 in the Blue River Industrial Park. He shared the southern part of the lot had been developed for a while and had an existing industrial facility and driveway but this would split that off from the remaining 7-8 acres. He advised at some point that acreage would either be built upon as one lot or another replat to split it into 2 pieces.

Motion was made by Walt Crowder to approve the plat as presented for Richmond Park Lot 1, Nicole Penrod seconded the motion, all voted aye.

**SANITARY SEWER REPAIR – 602 W. VAN BUREN STREET** John Elward with Roto Rooter was now present to further discuss the sewer repair at 602 W. Van Buren Street. He distributed information concerning the project. He advised this project would require a lot of scheduling with several entities as well as would be weather permitting. He explained he was requesting to close the entire street because they were past the center line of the road. He shared if everything goes well, they should be able to close on a Tuesday and open on a Friday. Mayor Daniel questioned what the worst-case scenario would be. Mr. Elward advised he did not want to see it go into the weekend, but the weather was really going to play a big part in it, and you never know what you'll run into once the road is opened.

Walt Crowder questioned what type of barricades they would be using. Mr. Elward advised 3 Rivers Barricade would be setting up a complete fence on both ends. He shared they do not want trucks coming through and then getting tied up where they can't get out. Mayor Daniel advised he felt comfortable with the plan that has been laid out.

Discussion followed on getting notice out to the public and notifying Rosie when dates have been set.

**COLUMBIA SHORES LIFT STATION UPGRADE** Mike Cook explained the project. He advised it would be similar to what they did at the Towerview liftstation. He reviewed the quotes received and recommended going with the ABS equipment and installation by Havel for a total of \$126,582.00.

Motion was made by Mayor Daniel to approve Mike Cook's recommendation to go with the quote from Havel for Proposal 202200554R1 for a total amount of \$126,582.00 as presented, Nicole Penrod seconded the motion.

Walt Crowder questioned if there would be any outages during the upgrade. Mike Cook advised there would not.

Upon the motion, all voted aye.

**DEPARTMENT REPORTS** **Mark Green** – baseball and softball games will be starting, preparing concession stands, bathrooms are open, 5-year plan should be posted on Facebook soon. **Mike Cook** – disinfection season started, two new employees passed exams for Class I certification, reviewing letters of interest and compensation packages for the Main and Jefferson project. **Gary Parrett** – officer training, update on hiring process, received new vehicles, preparing for summer events, department meetings, filled dispatch position, preparing for FBI audit in dispatch. **Terry Wherry** – finished moving virtual servers, update on free W-Fi project, working on new password policy. **Tom LaRue** – update on air pack testing, local business with fire violations, made contingent employment offers to 2 candidates, training. **Kelly Cearbaugh** – assisting with tree removal, busy with locates, planning to sweep downtown area, delivered wood chips to Giving Gardens, special leaf pickup, update on City Hall sidewalk project, leaf mulch still available.

**FIBER PROJECT – LOCATE FLAGS** Walt Crowder advised he has been getting inquiries about the locate flags and whether they can be removed. Mayor Daniel advised he has been telling people, for safety's sake, to leave them for 30 days. He shared it unfortunately was going to be a constant thing throughout this year and probably into next year.

**BILLS AND PAYROLL** Motion was made by Nicole Penrod to pay accounts payable in the amount of \$1,262,925.03 for account payable vouchers dated April 12, 2022, Mayor Daniel seconded the motion, all voted aye.

Motion was made by Nicole Penrod to pay all paytypes except overtime in the amount of \$242,946.92 plus overtime in the amount of \$9,817.72 for the payfile ending 03/25/22, Walt Crowder seconded the motion, all voted aye.

Motion was made by Nicole Penrod to pay 2<sup>nd</sup> Quarter Clothing Allowance in the amount of \$8525 for the payfile ending 04/01/22, Mayor Daniel seconded the motion, all voted aye.

Having no further business to discuss, Mayor Daniel adjourned the meeting.

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Mayor Ryan Daniel

Attest:

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Clerk Treasurer Rosie Coyle